

## EPA Official Record

**Mail ID:** 2bf08cfef81c42d28b10cd5612542935

**From:** Aoyama, Joyce

**To:** Livingstone, Gail

**Delivered Date:** 08/01/2013 01:40 PM EDT

**Subject:** RE: last steps: RE: new, improved Destruction Box VE #6642/ screen shot herein

Good Morning Gail,

You've done an excellent job this week!

Destruction Process:

1. Create a "Destruction Box in Versatile" and add the box # to the form
2. Fill out an In-House Destruction Form and email it to me for review
3. I'll send it back to you with edits (if needed)
4. Collect signatures and dispose of records
5. Make a copy for yourself and send original to Joyce.

Please let me know if you have questions.

Thank you,

Joyce Aoyama  
Regional Records Manager  
ASRC Primus Solutions  
U.S. EPA-Region 10, CON-078  
(206) 553-2595 voice; (206) 553-0714 fax

**From:** Livingstone, Gail

**Sent:** Wednesday, July 31, 2013 5:00 PM

**To:** Aoyama, Joyce

**Subject:** last steps: RE: new, improved Destruction Box VE #6642/ screen shot herein

Hi,

Re: Destruction of Box #6642- what's NEXT?

Tossing the items into a recycle trash can?

Well, maybe not JUST yet.. but here's where I'm at:

1. I've filled out the Versatile Destruction Box to meet your specs and you've reviewed and accepted it.
2. I've filled out the Destruction Form and just had Jayne and Martha (acting for Dave C. this week) sign it.

Do I toss the items, in view of Jayne? And then bring the form down to you?

Dankashoen (hmm, I don't know German..),

Oh, here you go: Chi, Chi (pronounced: Shay, Shay in Chinese/ don't know how to spell it, though)

-Gail

**From:** Aoyama, Joyce  
**Sent:** Wednesday, July 31, 2013 4:22 PM  
**To:** Livingstone, Gail  
**Subject:** RE: new, improved Destruction Box VE #6642/ screen shot herein

Looks Great! Thanks!

Thank you,

Joyce Aoyama  
Regional Records Manager  
ASRC Primus Solutions  
U.S. EPA-Region 10, CON-078  
(206) 553-2595 voice; (206) 553-0714 fax

**From:** Livingstone, Gail  
**Sent:** Wednesday, July 31, 2013 3:34 PM  
**To:** Aoyama, Joyce  
**Subject:** new, improved Destruction Box VE #6642/ screen shot herein

Joyce-

I did my "homework" - is there a written essay that goes with this that I'm supposed to prepare? You KNOW I'm up to the task!

Grazie, (just another way to say thank you)-

-Gail

Boxes

Main

User Defined

Extended Description

Files

Box Identifiers

Box Number: 6642

Accession Number: 412-DEST-080113

FRC Location: INHOUSEDEST

Barcode ID: %00006642

Location

Box Type: FRC STANDARD BOX

Record Center: Federal Records Center

Descriptive Information

Company: U.S. EPA REGION 10 - Production

State: Inactive

Department: /WA/WU/

WATERSHED UNIT

Record Series: -006B

Program Management Files - Other Personnel's Files

Description: Box 1 of 1/ three Folders/ 2" volume  
Box Date Range : 10/1/2005- 10/31/2006  
FY 2006 TMDL Dedicated Funding

General

Additional

Retention

Destruction

Activity

Ranges

Creation: 07/30/2013

Submitted By: GLVINGS

Livingstone, Gail

Event: 10/31/2006

Label Type: < None >

Submit: 07/30/2013

Disposition: R

Recycle

Misc: / /

From: 10/01/2005

To: 10/31/2006

☐ Label Printed

Search

Update

Delete

Add

Clear

Previous

Next

Itemize Files

Print Label

Options

Spell Check

Check Out

Update successful.